

RULES OF COMMUNITY SUPERVISION

Upon first contact with DCC staff, the Rules of Community Supervision shall be reviewed with the client and a copy provided to the client. Local practices for intake may vary. Therefore, if an OOA reviews the rules and provides a copy to the client, the [DOC-10](#) may be used. When an agent performs this function upon the client's first contact with the office or any time thereafter, the Rules of Community Supervision and Standard Special Rules of Supervision (DOC-10SP) available in [COMPAS](#) must be utilized unless one of the pre-determined special rules does not address the expectation for the client. Anytime that rules are initiated or modified, the rules must be reviewed with the client as well as a copy provided. The paper process will continue to be utilized for clients whose primary language is Spanish or Hmong. The English version of those rules must then be entered in [COMPAS](#).

For sex offenders, the Standard Sex Offender Rules must also be completed and reviewed.

Certain rules must be marked as confidential in [COMPAS](#). Confidential rules are those rules that relate to protected health or treatment information that cannot be disclosed without the client's informed written consent. Confidential information includes Protected Health Information (PHI), victim information (addresses, phone numbers, etc.), or confidential treatment and diagnosis information. PHI is defined as individually identifiable health information transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium.

In the event that a client refuses to sign the rules, the DCC staff person will secure the presence of another agent or other witness and read, in full, the rules to the client. The other agent or witness will note on the bottom of the rules that, in his or her presence, the rules were read to the client, and will sign and date the form. A signed copy will be provided to the client.

Court-ordered conditions of supervision should not routinely be added to the rules for medium and higher risk clients. Other rules may be added at the discretion of the supervising agent. Agents who have not yet attained senior status need to have approval of the supervisor to add special rules, until such time as the supervisor determines competency in their decision making processes in this area. It is incumbent upon the supervisor to review the relevancy of special rules during the intake review, violation staffings and through the regular staffing process.

Additional rules should bear a reasonable relationship to the rehabilitation of the client and to the protection of the public; they should not be so broad or vague that the client does not know how to comply; and they should be reasonable so the client can comply with the special conditions. Modified or

Special Rules should directly relate to the current offense or past offenses. Modified or Special Rules can be based on a client's behavior for which they may not have not been convicted, but have demonstrated behaviors which would justify adding a modified or special rule. When imposing special rules, the agent must consider the ability to detect a violation of the rule and willingness and ability to hold the client accountable for violation of the rules.

In addition, the agents shall copy any special rule which directly impacts public safety, and custody is consistent with the EBRV response, into the Cautionary Information under the drop down "Special Rules." A new entry shall be made for each rule warranting custody. The special rules entered into the Cautionary Information module will inform the monitoring center which special rule violations warrant a hold should law enforcement contact after hours. Entries into Cautionary Information for this purpose should be reviewed for continued applicability at least every 6 months or when completing the CSR.

The agent will inform the client of the sanctions for not abiding by their rules.

If adding victim names to the special rules for the purpose of no contact, use the victim name as written in the criminal complaint. For other names that are added as no contacts, use the proper name by which the client knows the person. Juveniles shall be identified by full name as well. Any juvenile or victim name information needs to be redacted if releasing the document. The agent should make clear to the client to whom the no contact refers and document the conversation in [COMPAS](#) notes. For additional guidance regarding special victim circumstances, the agent may contact the county victim witness coordinator to determine how to address sensitive victim concerns.